



¹ Special Correspondence includes:

- inquiries (media, legislative*, public)
- presentations
- PR (press release)
- recurring reports - collateral materials (public documents)

²

- In author work file/folder
- Assigned file identifier

³

- Completeness
- Correctness
- Consistency
- Relevance to review
- Technical

⁴ In shared folder

* Communication Director will communicate and track with DENR Legislative Liaison

General Correspondence Process

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